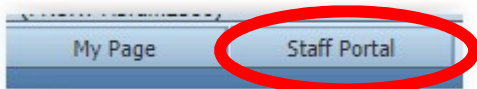


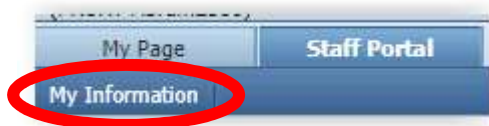
MIFFLINBURG AREA SCHOOL DISTRICT HOW TO LOOK AT YOUR PAY CHECK STUB AND PAY HISTORY ON STAFF PORTAL

See How to Logon to Staff Portal Guide if you aren't sure how to log into the Staff Portal. Every employee has access to the Staff Portal.

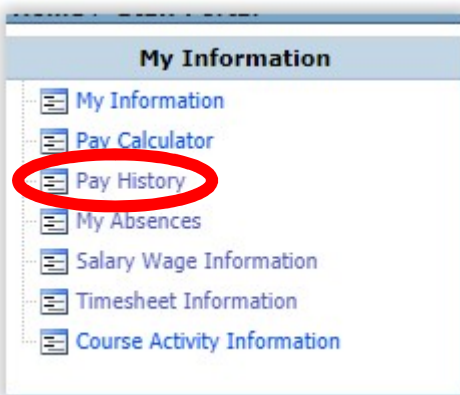
- CLICK ON STAFF PORTAL



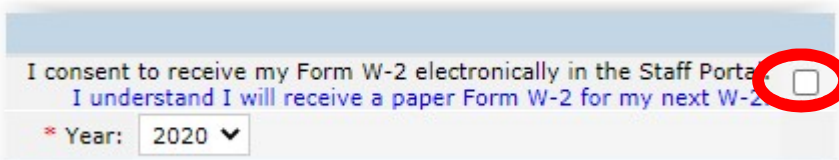
- CLICK ON MY INFORMATION



- CLICK ON PAY HISTORY from the Menu



PLACE A CHECK MARK IN THE CONSENT BOX FOR YOUR W2 (THIS WILL MAKE TAX TIME SO MUCH EASIER FOR YOU. THERE IS ALSO A HOW TO GUIDE FOR W-2'S)

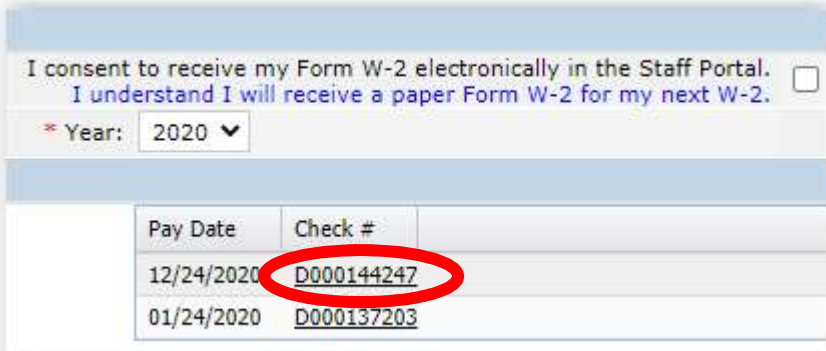
A screenshot of a consent form. The text reads: 'I consent to receive my Form W-2 electronically in the Staff Portal. I understand I will receive a paper Form W-2 for my next W-2'. To the right of the text is a small, empty square checkbox, which is circled in red. Below the text is a dropdown menu for the year, currently set to '2020'.

MIFFLINBURG AREA SCHOOL DISTRICT

HOW TO LOOK AT YOUR PAY CHECK STUB AND PAY HISTORY ON STAFF PORTAL

THE YEAR IS A DROP-DOWN BOX SO YOUR PAY HISTORY WILL ALWAYS BE ACCESSIBLE FOR YOU, EVEN IF YOU LEAVE THE DISTRICT. IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU REMEMBER YOUR LOGIN INFORMATION AND TO SUPPLY US WITH YOUR EMAIL ADDRESS.

- CLICK ON THE LINK NEXT TO THE PAY DATE TO VIEW YOUR CHECK STUB



I consent to receive my Form W-2 electronically in the Staff Portal.
I understand I will receive a paper Form W-2 for my next W-2.

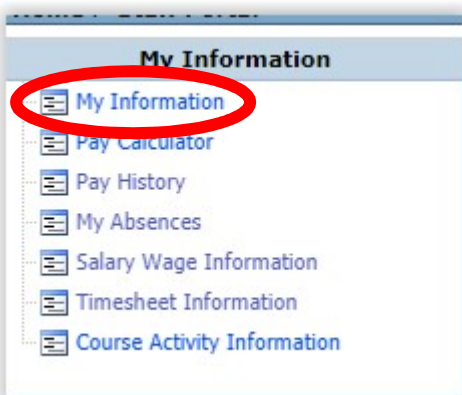
* Year: 2020 ▼

Pay Date	Check #
12/24/2020	D000144247
01/24/2020	D000137203

FROM THERE, YOU CAN PRINT IT OR YOU CAN DOWNLOAD IT AND SAVE TO YOUR DRIVE.

I WOULD SUGGEST YOU REVIEW IT AND IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE EMAIL bfogelman@mifflinburg.org AND LET ME KNOW WHAT YOUR QUESTION OR CONCERN IS.

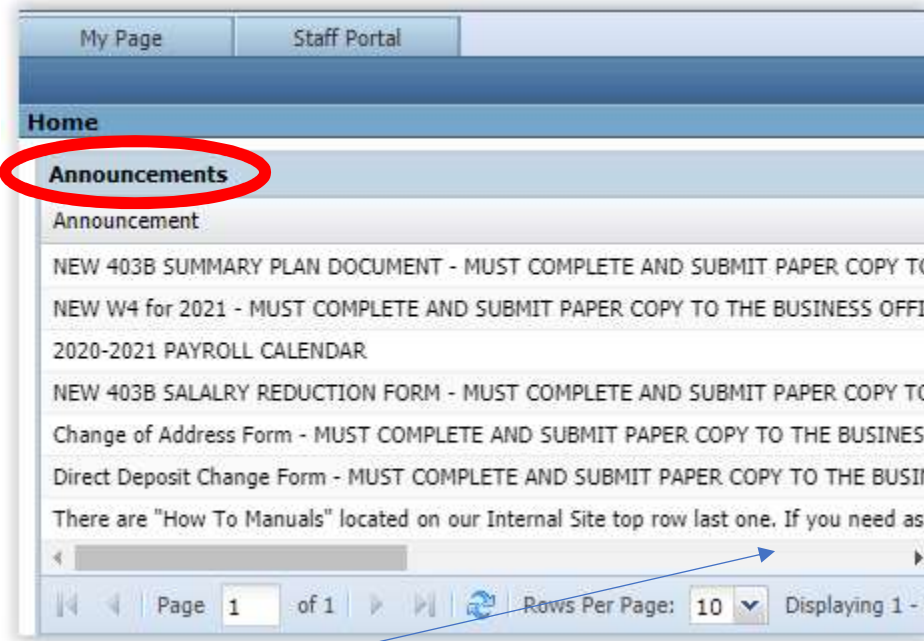
- CLICK ON MY INFORMATION TO REVIEW THE INFORMATION WE HAVE ON FILE FOR YOU. IF YOUR ADDRESS CHANGES, IT IS YOUR RESPONSIBILITY TO NOTIFY US. THERE ARE FORMS AVAILABLE UNDER THE ANNOUCEMENT SECTION:



My Information

- [My Information](#)
- [Pay Calculator](#)
- [Pay History](#)
- [My Absences](#)
- [Salary Wage Information](#)
- [Timesheet Information](#)
- [Course Activity Information](#)

MIFFLINBURG AREA SCHOOL DISTRICT
HOW TO LOOK AT YOUR PAY CHECK STUB AND PAY HISTORY ON STAFF PORTAL



SCROLL THIS BAR OVER TO THE RIGHT TO SEE THE ATTACHMENT FORM, CLICK ON THE ATTACHMENT, **PRINT IT OUT AND SEND TO THE ADMIN OFFICE. YOU CANNOT DO IT ONLINE.**

